



2016
Historic Sahuaro Ranch
Friday – Sunday Weekend Event Package

9802 North 59th Avenue
Glendale, Arizona 85302

Website: www.historicsahuaroranch.org

Photos: <https://www.pinterest.com/GlendaleCivic/historic-sahuaro-ranch/>

623-930-4202

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Rustic Charm in a Historic Setting



For information on Rose Garden Wedding Ceremonies
Please contact the Glendale Historical Society at (623) 435-0072



Fruit Packing Shed

This historic, brick building listed on the Arizona and National Historic Registry, was built in 1891 and originally used to dry and pack fruit in the 19th century. The space was updated to accommodate wedding receptions, social events and meetings. A unique feature of this space is the 14 windows with shutters that open up to let natural light in to the event space. The rental for the Fruit Packing Shed includes use of (150) padded chairs and (20) 5-foot round tables and/or (20) 6-foot tables, AC /Heat, utilities and on site staff. In addition to the room space, the facility has a small preparation station, full size refrigerator and freezer with a small sink. The facility is 2,148 sq. ft. and has one unisex restroom.

Rental Rates includes \$200.00 refundable cleaning deposit, use of tables and chairs, electrical access, HSR Event Photography Permit. Client is responsible for setting up and breaking down tables, chairs and decorating within the contracted event time. Events must end no later than 10:00 pm and clean up and move out completed no later than 11:00 pm.

Saturday Rates (7 Hour Minimum)

RESIDENT \$1,330.00

NON-RESIDENT - \$1,556.00

Additional Hours can be added at

RESIDENT \$165.00 per hour / NON RESIDENT \$199.00 per hour

Friday & Sunday Rates (4 Hour Minimum)

RESIDENT \$760.00

NON-RESIDENT - \$884.00

Additional Hours can be added at

RESIDENT \$165.00 per hour / NON RESIDENT \$199.00 per hour

Additional Staffing Fee of \$75.00 for events running later than 6 pm.

BEER AND WINE PERMIT / SECURITY PACKAGE (Up to 150 guests for up to 5 hours)

Beer, Wine & Champagne are the only alcohols allowed on the premises with the required permit and security.

RESIDENT \$185.00 / NON-RESIDENT - \$200.00

Additional fees are required for event hours lasting longer than 4 hours

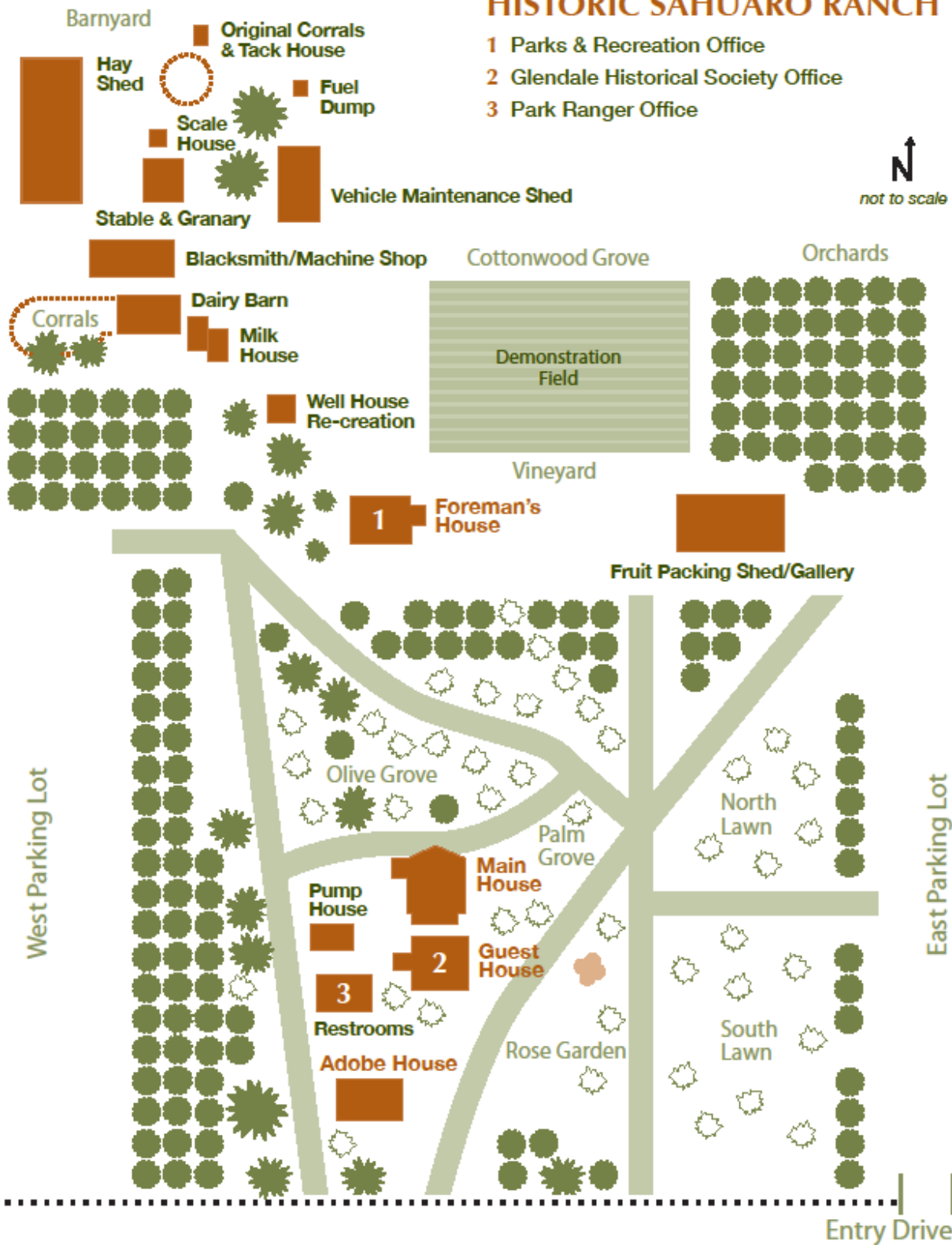
Demonstration Area

HISTORIC SAHUARO RANCH

- 1 Parks & Recreation Office
- 2 Glendale Historical Society Office
- 3 Park Ranger Office



not to scale



59th Avenue

POLICIES and PROCEDURES

DEPOSITS AND PAYMENTS: 50% of the full contracted amount is due at the time of booking the rental reservation and is non-refundable. The remaining balance is due 90 days prior to your event. The full amount is due for events booked less than 90 days prior to the event date and is non-refundable. All payments should be made in the form of check, credit card, money order, or cashier's check and made out to the City of Glendale. We are unable to accept cash payments.

CANCELLATION AND REFUND POLICY: Initial 50% deposit is non-refundable. No refund for events canceled 90 days or less before the event. Historic Sahuaro Ranch does not guarantee indoor event space in the event of inclement weather when contracting outdoor event space. However we will do our best to arrange alternative space, if any is available. Refunds are not issued for events ending early or unused time.

REFUNDABLE DEPOSIT: A refundable deposit of \$200.00 (included in your rental price) will be retained if the area is not cleaned, decorations removed, damage has not occurred and items not missing upon departure or if rental policies were not observed or contracted times were exceeded. If there is damage that requires a contractor to repair, additional charges may be applied.

CLEANING OF THE FACILITY: In order to receive your cleaning deposit, the following is required.

Fruit Packing Shed:

Tables and Chairs wiped down, cleaned, and stacked against the wall; Refrigerator and Freezer need to be emptied and cleaned; Kitchen prep area and Sink Area wiped down and cleaned; All trash removed around area including inside, outside and restroom picked up; Toilet flushed; All decorations removed or disposed from the area; All of the floor area swept clean; No property removed or damage to rental property.

All Outside Areas:

All equipment removed; All trash around area picked up and removed; All decorations removed or disposed from the area; No property removed or damage to rental property.

EVENT TIMES / EVENT CHANGES: Your Event times are as set forth in your Use Agreement. Changes requested less than 10 days prior to the event may or may not be granted depending on the request. Scheduling and Time changes will not be permitted due to staffing schedules.

FOOD AND BEVERAGE: Clients may bring in their own food and beverage with a signed Outside Food & Beverage Release of Liability Form. Clients may choose to hire a licensed caterer, in which, a certificate of liability insurance from the caterer will be required 2 weeks prior to the event. Please note, No food and beverage is allowed inside any of the historic buildings with the exception of the Fruit Packing Shed. No food and beverage can be cooked inside the Fruit Packing Shed, however warming candle sternos are allowed.

No cooking or barbecuing is allowed without a certificate of liability insurance. Any client who would like the ability to cook within the Historic Sahuaro Ranch is required to provide a certificate of liability for one million dollars showing Historic Sahuaro Ranch / City of Glendale as additionally insured. Please note, no cooking or grilling may be done within 30 feet of any structure. Lighting and electrical resources are limited. Clients must provide lighting. Generators over 20 kw require a Special Event permit.

The rental of the Fruit Packing Shed includes use of a refrigerator, freezer and a limited prep area for your use.

SECURITY / ALCOHOL: No alcohol is allowed without an **Alcohol Permit and Security Package** and must be ordered 2 weeks in advance of your event. Only Beer, Wine and Champagne is allowed in Historic Sahuaro Ranch with the permit. Security is required for all events with alcohol. All drinkers must be 21 years of age or older. Notify your rental coordinator if you would like to provide alcohol at your event. Historic Sahuaro Ranch Staff will file permits and make security arrangements on your behalf.

MUSIC AND NOISE ORDINANCE: All music and loud noise is strictly prohibited after 10:00 pm. Please provide your own DJ or sound equipment. Electrical access is limited or not available in some areas.

ELECTRICAL OUTLETS: All events have access to four electrical outlets. Additional outlets are available for \$36.00 each.

PHOTO POICY: A Media permit is required for photography or videos at Historic Sahuaro Ranch. Your rental package rental rate includes a HSR Event Photography Permit good for the hours of your contracted event.

DECORATING RESTRICTIONS – OPEN FLAME: No candles, flames or sparklers are allowed in or near historic buildings. The use of streamers, silly string, rice, silk rose petals, confetti, glitter is prohibited. Please discuss with your Event Coordinator any decorating plans before your event.

LOAD IN AND OUT: You may drive to the rented location to drop off / pick up items but must immediately return the vehicle to the parking lot. Please maintain a 7 mph speed limit inside the historic area.

TENTS / CANOPIES: The use of tents or canopies is allowed, however a tent permit is required. Staking is strictly prohibited. Consult your Rental Coordinator for details. Tent Permit through City of Glendale is required for tents larger than 400 sq. ft.

LARGE EVENTS: Events over 500 people are consider Special Events and will require a Special Events Permits.

SMOKING POLICY: No smoking is allowed in or near historic buildings. Smokers must remain 20 feet from all buildings in Historic Sahuaro Ranch.

ANIMALS / ANIMAL DRAWN CARRIAGES: We protect and value our animals and birds at Historic Sahuaro Ranch. Please refrain from chasing the animals and birds as some may bite. Always supervise children while visiting Historic Sahuaro Ranch. A permit is required to operate an animal-drawn carriage. A certificate of liability insurance policy is also required.